

Security Information

20 October 1953

4-7322

D & M  
Publications

MEMORANDUM FOR: The Acting Deputy Director (Administration)

SUBJECT: Records Management Bulletins

REFERENCE: Memo dtd 25 September 1953, from Chief, General Services Office to Acting Deputy Director (Admin.); Subject: "Issuance of Records Management Bulletins"

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ADMINISTRATIVE SERVICES

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1. Regulation No. [ ] prescribes the Agency system of regulatory issuances. Paragraph 2 a (3) thereof was in fact drafted by the Deputy Director of Central Intelligence, and it quite precisely indicates what issuances must be handled through the Agency regulatory system. The key sentence is the following:

"All published issuances intended to express continuing Agency policy or doctrine will be issued within the system of regulatory issuances provided herein."

2. I believe that the Deputy Director of Central Intelligence wishes to accomplish the following objectives through the regulatory system:

a. To give full Agency authenticity and directive force to significant policy, doctrine, and procedural material.

b. To protect the command channels of the five major Agency components and the foreign field by precluding direct dissemination of material prepared by any one major component to other components.

c. To provide centralized Agency control and judgment as to what materials are worthy of publication and to eliminate unnecessary publications.

3. Applying these principles and the actual wording of the Regulation to the Records Management Bulletins, it is my opinion that these publications would be prohibited excepting through the Agency regulatory system. In their present form, they are formal publications, and they have a definite directive tone and intent.

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4. [ ] states that the purpose of these bulletins is merely "to provide information and guidance to Area Records Officers which will assist them in the installation of a Records Management Program in accordance with the standards prepared by the General Services Office." The underlined portion of this quotation is the very reason why these bulletins should be published as Agency issuances. They obviously are intended to instruct, direct, and prescribe standards for the Agency as a whole, and, accordingly, they should carry Agency backing by being published by the Agency.

Security Information

RETURN TO RECORDS CENTER  
IMMEDIATELY AFTER USE  
JOB 55-24 BOX 2  
575-37

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5. [ ] calls attention to a publication of a Navy records management office as an illustrative example of a publication comparable to his Records Management Bulletin. Actually, there is no analogy between the two publications. The Navy bulletin is clearly a vehicle to publicize records management accomplishments of Naval activities, and its purpose is to stimulate ideas and thought. This bulletin does not tell Navy administrators what to do or how to do it. Actually, by strange coincidence the Navy publication referred to contains an article on page 4 entitled "Directives System". This article shows that a uniform Navy Directives System has been established which is almost identical to that which has been developed for CIA.

6. On the constructive side, we recognize that [ ] has a definite problem. We analyze the communications needs of [ ] as being of three different types as follows:

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a. Functional and Staff liaison with designated Area Records Officers pursuant to standards and requirements officially prescribed or endorsed by the Agency. This liaison can be accomplished by any informal method--personal contact, telephone, or memorandum--provided directives and standards are not prescribed or officially endorsed in the process.

b. The official endorsement, or prescription of standards, procedures, or requirements. These should be established by official publication in Regulations, Notices, or Handbooks, as appropriate. This does not mean that standards and procedures need be inflexible and arbitrary, but they should constitute the official pattern of the Agency Records Management Program. If appropriate, a comprehensive Records Management Handbook could be gradually developed from individual issuances issued over a lengthy period of time as the program is gradually implemented.

c. The publication of suggestive and stimulating publicity on records management progress and achievements. If such material is desirable, we recommend that it be published as a series of Agency Notices numbered and referenced in relationship to appropriate Agency regulations and handbooks. Alternatively, [ ] could be authorized by Agency regulation or by the Director of Central Intelligence/Deputy Director of Central Intelligence to issue over his signature a Bulletin or Newsletter provided its scope was clearly defined so as not to conflict with the Agency regulatory issuances concept. In this connection, we wish to point out that the true value of such publications will be derived not from the fact that they would be disseminated to a handful of Area Records Officers but to the entire group of Agency supervisors at all levels. An effective records management publicity campaign must reach and stimulate all supervisors to be effective.

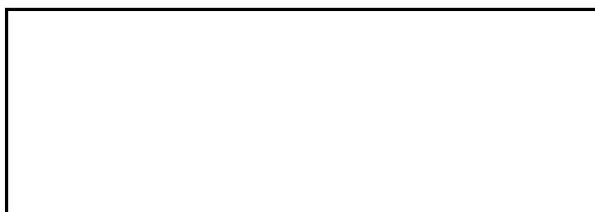
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7. I sincerely believe that effective use of the above three methods of conveying the Agency Records Management Program will not impede or retard the program but will actually foster and accelerate the program. Whether or not difficulties will be encountered in securing authority to publish material through the Agency system of issuances will depend entirely upon the appropriateness and timeliness of material submitted and the manner in which it is presented. Obviously, if coordinating and authenticating officials do not concur with the materials submitted, difficulties and delays should and will be encountered.



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Special Assistant to the  
Deputy Director (Admin.)

Enclosures:

Referenced Memorandum with  
Enclosures A through E

SA/DDA:EDE:mes (20 October 1953)

cc - Chief, General Services Office  
Regulation Control Staff